

REAL ESTATE ENCUMBRANCE

Wisconsin Department of Transportation

RE1597 04/2015

Order Number Assigned (from approved RE1532)	EAPS Entry Date (signed approval / entered by BTS-RE)*
Project ID	Class/Object Code
Change Orders (original contracts only)	Phased Projects
<p>1-49. Check request box to increase encumbered amount on original contracts only, enter amount to be encumbered; briefly explain reason; and, indicate if there is/is not a plat revision.</p> <p>We request an additional \$ be encumbered; Briefly explain:</p> <p>Plat Revised? Yes No</p>	<p>65-68. Check request box to add next phased dollars and/or increase encumbered amount on phased projects only; enter amount to be encumbered; briefly explain reason; and, update phased information in FIIPS to reflect dollar change and date of phased component.</p> <p>We request an additional \$ be encumbered; Briefly explain:</p> <p>FIIPS updated w/amount and date? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Approval steps:	Approval steps:
1. Either regional or BTS-RE staff may complete request.	1. Either regional or BTS-RE staff may complete request. Then, forward to Regional Planning.
Originator's contact name () Date	Originator's contact name Date
2. BTS-RE/Financial Unit will update EAPS.	2. Regional Planning will verify change and update FIIPS. Then, forward to Bureau of State Highway Programs (BSHP).
	Regional Planning contact name Date
Change Order No.	3. BSHP will verify change. Then, forward to BTS-RE/Financial Unit.
Note: A revised Project Cost Allocation (RE1532) must all accompany change orders.	BSHP contact name Date
	4. BTS-RE/Financial Unit will update EAPS.

For Real Estate Use Only:

50-64. Check request box for special orders/adjustments that do not change original contract agreement.
Briefly explain:

* BTS-RE (Bureau of Technical Services – Real Estate)

Inter-d: **DTSD/BTS-RE/Financial Unit; Hill Farms/Rm 501**